This document provides instructions for electronically submitting structure plans and exhibits using the WisDOT Extranet ESubmit Application.

To access the WisDOT ESubmit Application you must have the following:

- 1. A valid Wisconsin User ID and password
- 2. Authorization from WisDOT

(See procedure 19-10-1 of WisDOT Facilities Development Manual for instructions)

A structure plan transmittal consists of an electronic submittal of Preliminary or Final plans and all exhibits. To facilitate navigation within the electronic plan, bookmarks are required for each structure that is part of the plan set. When PDF is created for each final structure plan, a bookmark should be created for the file and should be titled as the Structure Identification Number (i.e. B-00-000 or S-00-000)

An image of the Structure Plans and Exhibits page appears on pages 2 and 3 of this document.

1. Provide information about the submittal in the top section of the form. All fields in the top section are required.

Comments Enter up to 80 characters of special information or a message for the recipient. Otherwise, enter "NA."

Submittal Status Select the submittal status. The choices are: New (for information sent by Region to BOS), Preliminary and Final.

Project ID If known, enter the Project ID number using the format 00000000. Do not enter dashes. Otherwise, enter "NA."

Structure Number Enter the structure number using the format B-00-000 for Bridges, C-00-000 for Culverts, R-00-000 for Retaining walls, S-00-000 for Sign bridges, N-00-000 for Noise barriers, P for bridges that we have no record plans on file and M-00-000 for Miscellaneous structures.

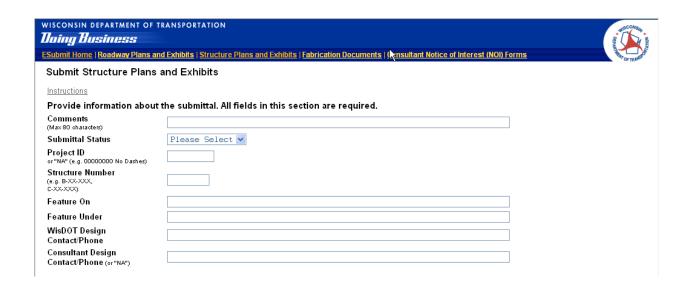
Feature On Enter the feature on the structure - usually a roadway (e.g. USH 45).

Feature Under Enter the feature under the structure - may be a roadway, a waterway, a railroad, etc. (e.g. Wisconsin River).

District Design Contact/Phone Enter the District Design Contact's first name, last name and phone number, including area code (e.g. Jane Doe / 608-334-4556).

Consultant Design Contact/Phone Enter the Consultant Design Contact's firm name, first name, last name and phone number, including area code (e.g. John Buck, ACME Bridge Design Inc. / 608-334-4556).

Structure Plans and Exhibits Page



Structure Plans and Exhibits Page (con't)

Specify exhibits to submit. A Maximum total allowed is 901		
Plan (8-00-000_pln.pdf)		Browse
Structure Survey Report (B-00-000_ssr.doo) or (B-00-000_ssr.pdf)		Browse
Contour Map (B-00-000_con.pdf)		Browse
Road Plan (8-00-000_rod.pdf)		Browse
Hydraulic Files (8-00-000_hyd.zip)		Browse
Structure Sizing Report (B-00-000_siz.doc) or (B-00-000_siz.pdf)		Browse
Maps (8-00-000_map.pdf)		Browse
Photographs (B-00-000_pio.pdf) or (B-00-000_pio.zip)		Browse
Geotechnical Report (8-00-000_geo.pdf)		Browse
Quantities (B-00-000_qty.doc) or (B-00-000_qty.pdf)		Browse
Special Provisions (B-00-000_spe.doc) or(B-00-000_spe.pdf)		Browse
Inventory (B-00-000_inv.doc) or (B-00-000_inv.pdf)		Browse
Computations (B-00-000_com.doc) or (B-00-000_com.xls) or (B-00-000_com.pdf)		Browse
Rating Form (B-00-000_rat.doc) or (B-00-000_rat.pdf)		Browse
Rating Input SpreadSheet (8-00-000_rat.xls)		Browse
Other (B-00-000_oth.pdf) or (B-00-000_oth.zip)		Browse
Notify additional affected pa	irties.	
Emails: (separate multiple emails with commas)		
Verify all information before	pressing the submit button.	
Click the Submit button once. Wait. The files may take several minutes to upload.		
	Submit Reset	

2. Specify the exhibits to submit in the next section of the form. At least one is required.

Virus Free Files All submitted files must be free of viruses. WisDOT requires that all files be scanned for viruses, using up-to-date virus definitions, prior to submittal. If a virus infected file is submitted, the submitter will receive a confirmation indicating the file was sent successfully. However the file will be deleted immediately and automatically and will not be accessible by WisDOT staff.

Click the Browse button to the right of each exhibit you wish to submit. The Choose file dialog appears. Browse to the file on your computer or network. Repeat until you have specified all the exhibits you wish to submit.

Exhibit Types and Names Files must be as shown below.

Exhibit	Required Type	Required Name*
Plan	PDF	B-00-000_pln.pdf
Structure Survey Report	PDF or Word	B-00-000_ssr.pdf
Contour Map	PDF	B-00-000_con.pdf
Preliminary Roadway Plan (typical sections and plan/profile)	PDF	B-00-000_rod.pdf
Hydraulic Files	ZIP	B-00-000_hyd.zip
Structure Sizing Report	PDF or Word	B-00-000_siz.pdf
Location & FEMA Floodplain Maps	PDF	B-00-000_map.pdf
Photographs	PDF or ZIP	B-00-000_pic.pdf or .zip
Geotechnical Report	PDF	B-00-000_geo.pdf
Quantities	PDF or Word	B-00-000_qty.pdf
Special Provisions	PDF or Word	B-00-000_spe.pdf
Inventory	PDF or Word	B-00-000_inv.pdf
Computations	PDF or Word or XLS	B-00-000_com.pdf
Rating Form	DOC or PDF	B-00-000_rat.doc or .pdf
Rating Input SpreadSheet	XLS	B-00-000_rat.xls
Other	PDF or ZIP	B-00-000_oth.pdf or .zip

^{*} Where B-00-000 is the structure number associated with the exhibits.

Revisions The system appends the date and time to each file before it is copied to the WisDOT network. The format is YYMMDD_TIME. YY is Year, MM is Month and DD is Date. Time is in 24 hour format. (i.e. 1603 is 4:03 PM). When revised exhibits are submitted, the entire exhibit must be submitted. When submitting revisions, include the word "revision" in the comments field.

Submitting Hydrology Reports. Include "hydrology report" in the Comments field. Select "Preliminary as the Submittal Status. Include the Project ID in the Project ID field. If the structure number is not known, enter M-00-000 for Miscellaneous.

3. Notify additional affected parties.

An email notification is always sent to the Bureau of Structures staff when structure exhibits are submitted. Recipients are determined based on the Submittal Status as shown in the table below.

Submittal Status	Structures Distribution List	
New (submitted by Region to BOS)	dot.structures.new@dot.state.wi.us	
Preliminary	dot.structures.prelim@dot.state.wi.us	
Final	dot.structures.final@dot.state.wi.us	

An email notification is also always sent to the email address associated with the Wisconsin User ID used to access the ESubmit application.

You may specify additional email addresses that will also receive a copy of the notification. If multiple additional email addresses are entered, separate them with commas.

4. Before clicking the Submit button, review the information you have entered. Make sure it is correct and complete. You will not be prompted to confirm your submittal when you press Submit. The submittal will begin immediately.

Note: The files on your computer are not altered. The system makes copies of your files.

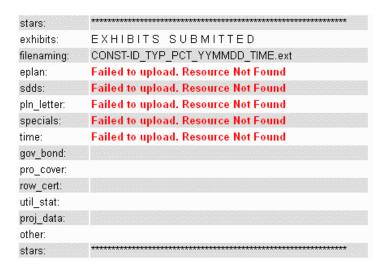
Click the Submit button once. Wait. Files may take several minutes to upload depending on your Internet connection speed. When using Microsoft Internet Explorer, "Done" may appear at the bottom left of window, however, as long as the 4-color Microsoft flag in the upper right corner is waving, the upload is still processing.

When processing is complete, you will see a confirmation page like the one shown on page 6. You may print the confirmation page. The confirmation page contains the same information as the email notification that is sent regarding the submittal.

Check the confirmation page. Verify that it contains no error messages (see next page).

Confirmation Page Error Messages

The error below usually indicates that the required destination folder at WisDOT does not exist. Contact the individual responsible for receiving the exhibits. Verify that they are expecting your submittal and have created the appropriate folder on the WisDOT network.

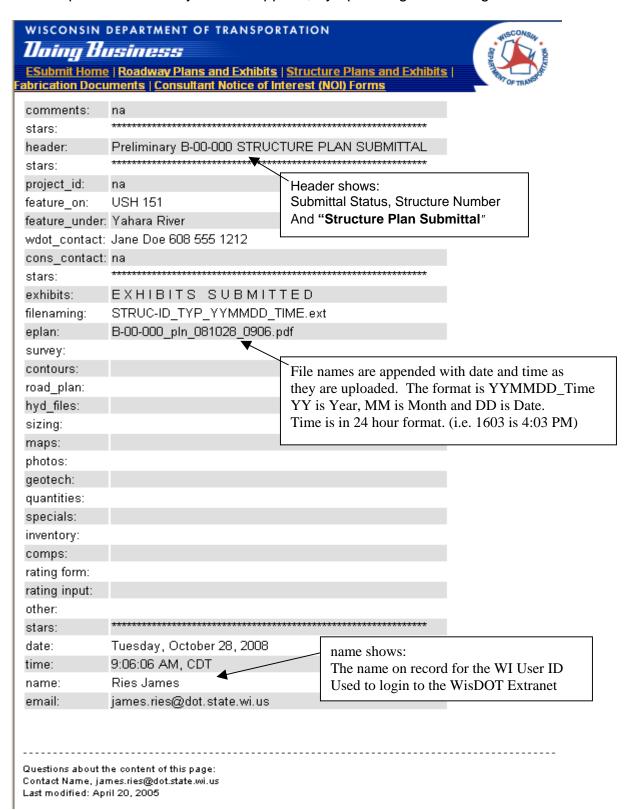


The error below indicates that the file specified cannot be found on your computer or network. Verify that the path and filename are correct and try again. This error will also occur when an empty file (zero bytes) is specified.

fileEPlan	Failed to upload. N:\Bhc\EPlans\save\consult\test_data\roadway\98730160_3\98730160_pln.pdf File not found. Please verify path and resubmit.
fileSDD_Spreadsheet	Failed to upload. N:\Bhc\EPlans\save\consult\test_data\roadway\98730160_3\98730160_sdd.xls File not found. Please verify path and resubmit.
filePlan_Letter	Failed to upload. N:\Bhc\EPlans\save\consult\test_data\roadway\98730160_3\98730160_ltr.doc File not found. Please verify path and resubmit.
fileSpecial_Provisions	Failed to upload. N:\Bhc\EPlans\save\consult\test_data\roadway\98730160_3\98730160_spe.doc File not found. Please verify path and resubmit.
fileTime_for_Complete	Failed to upload. N:\Bhc\EPlans\save\consult\extranet\roadway\98730160_3\98730160_tim.xls File not found. Please verify path and resubmit.
comments:	na
stars:	********

Confirmation Page

If you do not see a confirmation page like the one shown below, the file upload did not complete successfully. If this happens, try uploading the files again.



Email Notification

An email notification is shown below. The folder link appears only in the emails sent to WisDOT distribution lists.

----Original Message-----

From: dotdlstructurespreliminary@dot.state.wi.us [mailto:dotdlstructurespreliminary@dot.state.wi.us]

Sent: Tuesday, October 28, 2008 9:06 AM

To: james.ries@dot.state.wi.us; james.ries@dot.state.wi.us Subject: Preliminary B-00-000 STRUCTURE PLAN SUBMITTAL

comments: ******************* stars: Preliminary B-00-000 STRUCTURE PLAN SUBMITTAL header: **************** stars: stars: *************** survey: contours: road plan: hyd files: sizing: maps: photos: geotech: quantities: specials: inventory: comps: rating form: rating input: other: ***************** stars: Tuesday, October 28, 2008 date: 9:06:06 AM, CDT time: Ries James name: